



**EMPLOYMENT OPPORTUNITY**  
**Environmental Planner 4**  
**Salary: \$4088.00–\$5369.00 Range: 59**

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**Recruitment # 1514e-11**

**Opens: August 17, 2011**

**Closes: September 9, 2011**

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This recruitment is to fill a fulltime project position. This project is currently funded through March 31, 2014, with a possible extension of funding up to June 30, 2017. This position is located in the Natural Resources Building in Olympia.

### **Job Summary**

The Puget Sound Marine and Nearshore Grant Program Manager is the agency's lead to develop and manage the grant program resulting from agency's six-year cooperative agreement with EPA to serve as the Lead Organization for Puget Sound marine and nearshore protection and restoration. This is a fast-paced, new program, and the Grant Program Manager will exercise a unique combination of skills: critical and long-term thinking to develop investment strategies, as well as exceptional organization and communication to develop grant program materials and contracts. Principal activities and objectives of this position include:

- Working collaboratively to ensure implementation of the grant program is coordinated with the work of others (inc. a DNR co-manager, DFW and DNR key staff, EPA, other EPA Lead Organizations, and the Puget Sound Partnership), and that we incorporate strategic partnerships and advice from the region ;
- Developing, establishing, and managing the processes (inc. competitive requests for proposals) by which EPA National Estuary Program (NEP) funding will be allocated to priority actions and projects;
- Developing and managing contracts for the priority actions and projects that are chosen for funding; and
- Fulfilling the EPA reporting requirements and any other miscellaneous project management tasks required to be a successful partner to EPA.

### **Working Conditions**

Typical hours are 8 to 5 M-F, although duties occasionally require work in excess of 40 hours. Travel throughout the Puget Sound region is required, with occasional evening meetings or overnight stays. The employee must be willing and able to provide for transportation and travel to all parts of Washington State, driving long distances in daylight and at night, and in snow and rain conditions. This position requires the ability to work in an environmental with multiple assignments and priority deadlines and in emergency response conditions upon occasion.

### **Qualifications**

**Required:** This position requires a Bachelor's or Master's degree with major emphasis in land use, urban, regional, environmental, or natural resource planning, landscape architecture, geography, environmental law, public administration with an environmental emphasis, or closely related field. The position also requires three years of professional experience in land use, urban, regional, environmental, or natural resource planning, or program development. An additional three years of relevant professional experience may substitute for the degree.

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**Preferred applicants** will have demonstrated experience in the following areas:

- Working on natural resource issues in Puget Sound;
- Writing and managing grants or contracts;
- Building partnerships and facilitating cooperative activities with diverse individuals and organizations;
- Developing and applying policies and long-range work plans;

**Competencies** -- the best qualified applicants will have training and experience that demonstrate abilities in the following areas:

1. Working knowledge of Puget Sound marine and nearshore ecosystems and the environmental, social and other factors that affect their management;
2. Working knowledge of natural resources planning principles, techniques, current trends, environmental laws, policies and programs concerning all phases of state resource development;
3. Working knowledge of contracting rules and procedures, as well as budget management and deliverables-based contract management
4. Working knowledge of Puget Sound recovery and the Action Agenda to recover Puget Sound by 2020;
5. Demonstrated ability to facilitate others and create a cooperative and productive environment in which to resolve problems or develop and implement plans;
6. Demonstrated ability to communicate effectively through spoken and written language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience;
7. Demonstrated ability to logically integrate various ideas, intentions, and information to form effective goals, objectives, timelines, action plans, and solutions, and then manage projects and programs toward these desired outcomes.
8. Proven track-record developing programs through collaboration with multiple public agencies.
9. Proven capacity to juggle multiple priorities, meet deadlines and thrive in a fast-paced environment, with minimal support staff.

### **How to apply**

**This recruitment will close on or before August 24, 2011.** Applications will be reviewed and interviews held as qualified applicants are identified, and the position may be filled prior to this closing date. Therefore, you are encouraged to submit your application materials as soon as possible.

Fill out the state application thoroughly, listing all relevant employment and explaining the duties performed. The information you provide on this application will be used to determine whether you meet the qualifications for the position.

In addition to the state application, also submit on a separate document a description of how you meet each one of the key competencies (1- 9) above. Provide a response for each competency separately. Describe your work experience, completed training, and other accomplishments that demonstrate that you have the competency. Indicate with whom you worked, issues involved, and your role in the process. Specify job titles, employers, and schools attended. If you have no training or experience relative to a particular competency, just write "NA" for that competency.

Send these materials to [wdfwjobs@dfw.wa.gov](mailto:wdfwjobs@dfw.wa.gov). If you have questions about this recruitment, you may contact Rebecca McGuire, Recruitment Specialist at 360 902-2210.

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The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (800) 833-6388.